

June 18-20, 2019 | Tacoma, WA

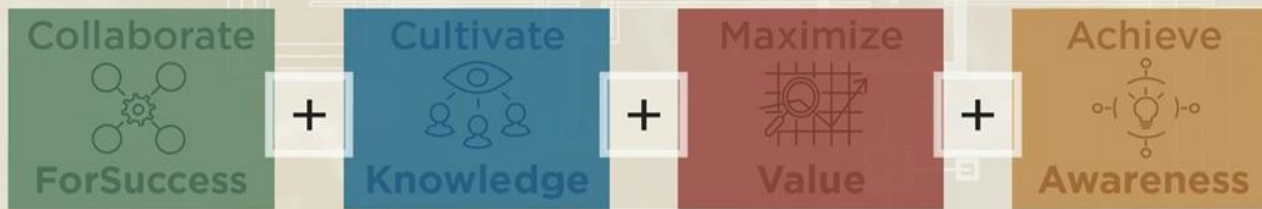


Contract Administration 101

Bounce Quarry

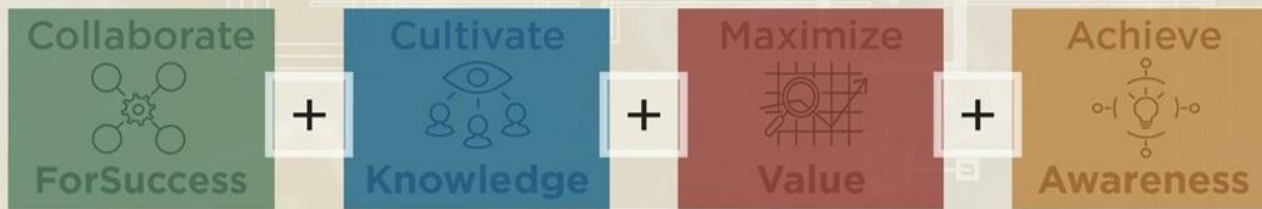
Senior Contracting Officer

GSA – Office of Professional Services & Human
Capital Categories (PSHC)



Items to Always Keep Current

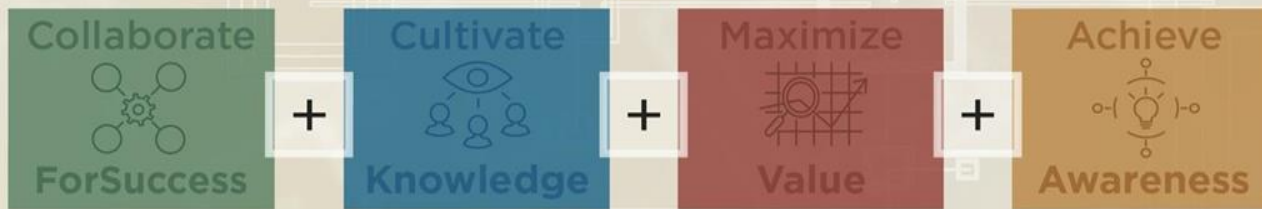
- Digital certificates
- System for Award Management (SAM) registration
- Authorized negotiators
- Contact for contract administration and Point of Contact for Industrial Funding Fee
- Quarterly sales reports and remittance of the Industrial Funding Fee (IFF)
- Electronic Subcontracting Reporting System (eSRS) reports for other than small businesses
- GSA Advantage price list
- Mass modifications



Items to Always Keep Current (Cont.)

➤ Digital Certificates

- Ensure to back up your certificate
- Digital Certificates must be updated every two years
 - IdenTrust
 - Operational Research Consultants (ORC)
- GSA eMod system requires either an ACES Business Certificate or DOD ECA Certificate






Items to Always Keep Current (Cont. 2)

ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements coming in June.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

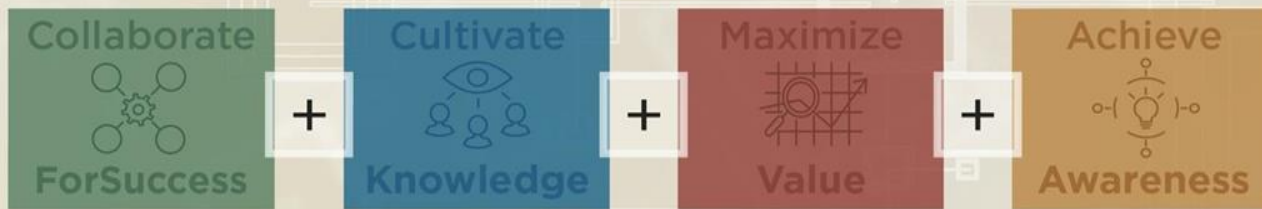
- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account  Start by creating a SAM user account.	Register Entity  After creating your SAM user account, log in to register to do business with the U.S. government.	Search Records  Do a public search for existing entity registration records or exclusion records. Federal users can log in to see additional information.
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➤ SAM Registration

- Information provided must be current, accurate, and complete
- Must reflect the North American Industrial Classification System (NAICS) code



Items to Always Keep Current (Cont. 3)

- Quarterly sales reports and remittance of the Industrial Funding Fee (IFF)
 - Register your contract in the 72A Quarterly Reporting System
 - Report your sales quarterly (including zero sales)
 - Sales must be reported within the first 30 days of January, April, July and October

72A Quarterly Reporting System

Home

Register

Login

Reporting for APR-JUN 2018 will begin on 07/01/2018

This information applies only to contractors who report on the 72A system - if you aren't sure where to report use the [VSC Sales Reporting Lookup tool](#).

Federal Supply Schedule contracts are negotiated by the General Services Administration and used by various Federal agencies to purchase supplies and services directly from commercial entities. Contractors are required to report contract sales to GSA on a quarterly basis. This web site provides the mechanism for submission of this sales data to GSA.

Online IFF Payments
The fastest and easiest way to remit your IFF is by making an online payment. You can make an electronic payment using any major credit card or by using an online check. Online checks will deduct funds directly from your checking or savings account. You can make an online payment immediately after your report sales by using the "Pay Online Now" option or you can make an online payment at any time by using the "Make a Payment" option from your contract menu. [Click here for more info.](#)

Deferred Online Payment
If after reporting your sales you chose the "Pay Online Later" option and received a Passcode, please [CLICK HERE](#) to use that Passcode and submit your payment. The Passcode will automatically link your payment with the previously reported sales.

What's New?
As you can see, the 72A website has undergone a transformation. The functionality is the same, but the new login process makes it easier for users to navigate the website and to effectively manage their contracts.
Once you log into the 72A Reporting System you will be asked to choose a security question to reset your password. This will allow you to reset your password online without having to call our Support Center. You will only be asked to do this once and you may update this information under the "Profile" section thereafter.

Login

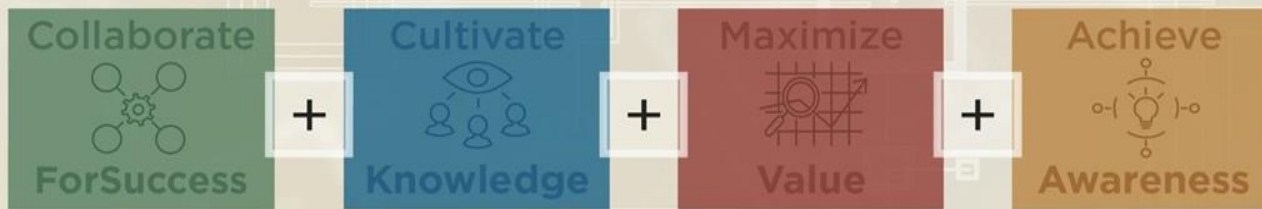
Contract Number	
Password	
<input type="button" value="Login"/>	Forgot My Password
New Contractor? Register Here	

Useful Guides and Information

- [How to Report Quarterly Sales and Remit IFF](#)
- [How to Make an IFF Payment](#)
- [How to Complete a Sales Adjustment](#)
- [How to View Sales and Payment History](#)
- [How to Report Closeout Sales](#)
- [Online IFF Payment Info](#)
- [IFF and Access Fee Rates](#)
- [Frequently Asked Questions](#)

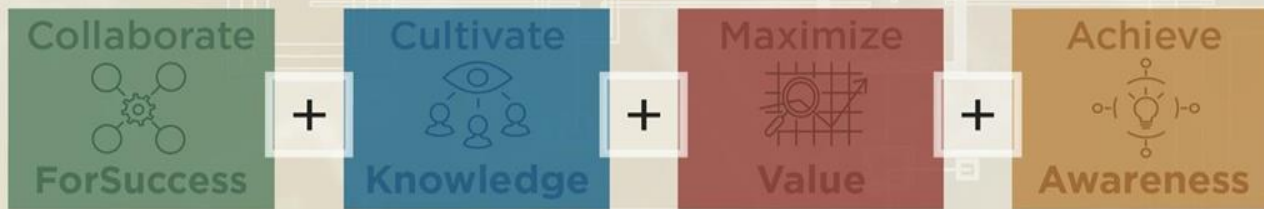
*** WARNING *** This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Privacy and Security



Electronic Subcontracting Reporting System (eSRS) reports for other than small businesses

- Go to eSRS [website](#)
- Three reports required each year for Individual Plans
 - Two Individual Subcontract Reports (ISRs) (semi-annual):
For period ending March 31 and for period ending September 30
 - One Summary Subcontract Report (SSR) required for all GSA contracts
- If you need help using eSRS, please refer to this [documents](#) link.



Electronic Subcontracting Reporting System (eSRS) reports for other than small businesses (Cont.)

- For period ending March 31:
 - Contractor submits ISR NLT **April 30**
 - CO reviews ISR NLT **May 30**
 - Contractor submits revised report within 30 days of CO rejection
- For period ending September 30:
 - Contractor submits ISR NLT **October 30**
 - CO reviews ISR NLT **November 30**
 - Contractor submits revised report within 30 days of CO rejection
- Final ISR- within 30 days of contract completion
 - **Helpful Hint: Reports are required when due, regardless of whether or not there has been subcontracting activity.**



Items to Always Keep Current

- Price list on GSA eLibrary and Advantage!®

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage!*TM, a menu-driven database system. The INTERNET address for GSA *Advantage!*TM is: <http://www.GSAAdvantage.gov>.

Schedule for – PSS

Federal Supply Group: 00CORP Class: R706

Contract Number: GS-00F-XXXX

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: August 12, 2015 through August 11, 2020



Items to Always Keep Current (Cont.2)

➤ Mass modifications

- Requires a PIN to be accepted
- PIN can be reset by Contracting Officer

[GSA](#) [GSA Advantage!](#) [eLibrary!](#) [FedBizOpps](#)

Federal Acquisition Service
For uniform changes to large segments of the FAS contractor community

Mass Mods

[Contact GSA](#)

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". By using this system you acknowledge: this system is subject to monitoring. Unauthorized attempts to upload information, view information, or change information of other vendor's data and attempts to bypass authentication or authorization mechanisms to gain access into unauthorized areas of the website and any other actions that would compromise the confidentiality, integrity, and availability of this system are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

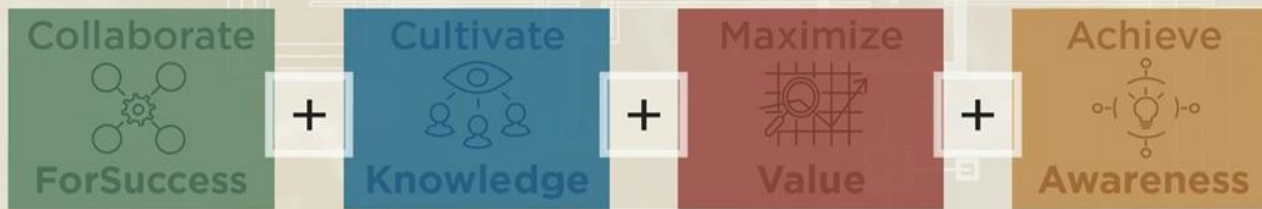
Contract-Specific Modification Status
(Directive to Contractors)

Enter your Contract without dashes below to view all the GSA initiated Contract Modifications for your Contract.

(*Does NOT include e-Mods or Quick Mods)

Submit

Example: MFDA208 or GS06FDA208 or GS06Q16GVAM010



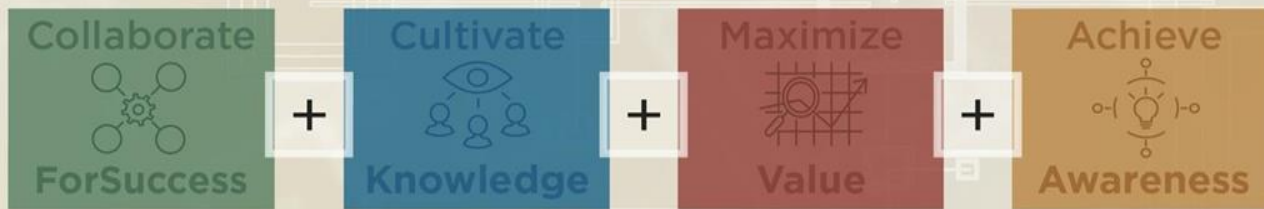
Reference Links You Should Bookmark!

➤ [Professional Services Schedule \(PSS\) portal page](#)

AND

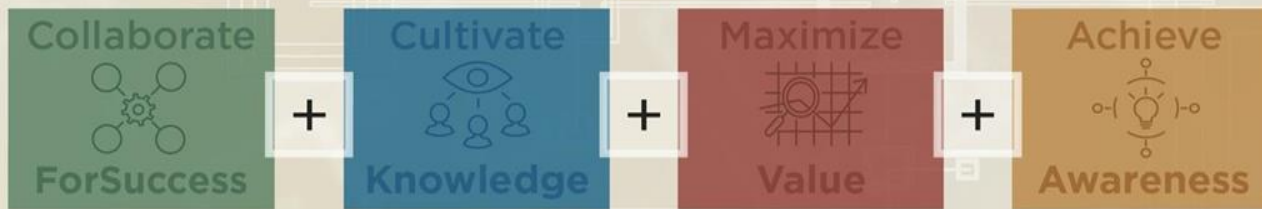
➤ [Multiple Award Schedule \(MAS\) Welcome Package](#)

Both Links provide you with a wealth of information on the PSS program and everything you need to know as a new MAS Contract holder and industry partner



Modifications – Submission Overview

- Go to eOffer / eMod [website](#)
- Initiate the modification and upload your required documents
- Ensure all documents are uploaded in accordance with [modification instructions](#)
- If you need help using eMod, please refer to this [documents](#) link.



Modifications – Instructions

- Always download the latest modification instructions
 - PSS modification instructions align with the PSS solicitation and when the solicitation updates, the modification instructions frequently update as a result



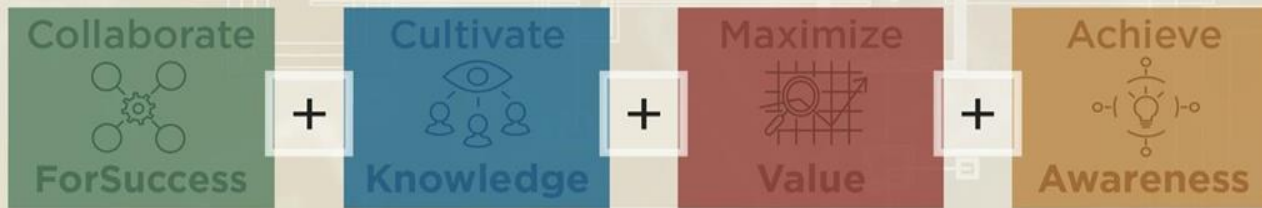
PROFESSIONAL SERVICES SCHEDULE (PSS) MODIFICATION INSTRUCTIONS

Updated April 2019

Attention Industry Partner:

GSA values our relationships with our industry partners. We know how hard you work to manage your MAS contract and promote the MAS program. We also know that effective contract administration can be a challenge, and we want the experience of modifying your contract to be as effective as possible. To that end, we have developed detailed modification instructions, FAQs, and resources for you to be able to prepare a modification package that can be quickly processed and awarded.

The modification instructions are aligned with current solicitation proposal instructions (SCP-FSS-001, SCP-FSS-003, and SCP-FSS-008). If at any time during this process you have questions, please contact the Contract Specialist assigned to your contract; his/her email and phone number can be found via <http://www.gsaelibrary.gsa.gov>. (Enter your contract number. Click on your company name. Your GSA Government Contracting Specialist is on the right, across from your company POC.)



Modifications - Instructions

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ORS UPLOAD CHECK: D2 Region 10 InSite Home Create New - SmartLog Log in to Concur | Concur Interact Site Chatter

Help All changes saved in Drive

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- SECTION II: [Types of Modifications: Economic Price Adjustments based on a Commercial Price List \(CPL\)](#)
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 - [Types of Modifications: Requesting New Support Products or Changes to Awarded Support Products](#)
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 - [Types of Modifications: Adding Special Item Numbers \(SINs\)](#)
 - [Types of Modifications: Requirements for Novations or Change of Name Agreements](#)
(Note: Documents must be sent in hard copy for novations, rather than eMod)
 - [Types of Modifications: Requirements for Adding Ancillary Repair and Alteration Services](#)
(Note: Applicable to Logistic services, SIN C874-597, 874-597 and SIN C100-02)
 - [Types of Modifications: EPA Based On Service Contract Act \(SCA\)](#)
Note: Applicable to price changes IAW clause 52.222-43, Fair Labor Standards Act and SCA Price Adjustment (Multiple Year and Option Contracts), due to incorporation of revised wage determinations. (Note - A firm who chooses to adjust pricing for service employees IAW SCA cannot also obtain a price increase based on an EPA adjustment used for any professional employees).
- SECTION III: [Special Requirements applicable to the following Services:](#)
Logistics services, Language Services and Environmental Services
- SECTION IV: [FAQs and guidance](#)

Read General Instructions and ensure contract compliance is up to date

Review mandatory documents and ensure they are included

Select a mod type and submit the modification request



Modifications – Types Overview

All MODs must be submitted in eMOD system at <http://eoffer.gsa.gov/>
Having trouble accessing eMod or submitting your request?

Unilateral Administrative Modifications
Step 1: Administrative Changes

Bilateral Modifications
Step 1: Contract Compliance (must be completed)
Step 2: Mandatory docs for all MOD requests (must be included)
Step 3: Select a MOD Type (follow instructions per MOD type request)

Note: (READ ME) If any mandatory information is missing or incomplete, your modification (MOD) request will be rejected by the reviewing Contracting Officer/Contract Specialist.



Modifications – Administrative Changes

Unilateral Administrative Modifications
Step 1: Administrative and RAM modifications
<div><div><div></div></div><div>Administrative Changes</div></div> <p>Administrative changes are changes to the contract that don't change the substantive rights of the parties to the contract. See eMod Instructions at http://www.eoffer.gsa.gov/. The following list identifies the available types of Administrative Modifications:</p> <ul style="list-style-type: none">a) Contract Administrator/Point of Contact (POC) Changeb) Authorized Negotiator Change*c) Email Address Changed) Fax Changee) Telephone Number Changef) Website Address Changeg) Change of (add/delete) authorized dealerh) Delete Labor Category**i) Delete Product(s)**j) Delete SIN**k) Change of Geographic Scope (Domestic or Worldwide)l) Subcontracting Plan***m) Temporary/Permanent Price Reductions (see below)



Modifications – Bilateral Changes

The following numbered items (1-4) MUST be submitted with all modification requests. If these items are not addressed, the modification may be rejected. You may include multiple requested changes in a single modification request document, rather than submitting separate modification requests.

Note – If firm combines a 'deletion of SINS' or 'deletion of labor categories' with any other modification type (e.g. EPA), the eMod system will split the modification and create a Rapid Action Modification (RAM) for the administrative portion of request (e.g. deletion, POC change, address change) which may result in rejection of the RAM modification. Therefore, it is imperative that the firm contact their Contract Specialist if multiple actions are to be taken within one submission to prevent any possibility of rejection.

Section I: Checklist of Modification Documents		
#	Documents Required to Be Submitted	Included in Package
1	Contract Compliance Requirements	
2	Signed and Dated Cover Letter	
3	Commercial Sales Practice Format (CSP)/Proposal Price List (PPL)	
4	Service Contract Act (SCA) Matrix	
5	Labor Category Descriptions Document, Training Course Descriptions or Support Products Descriptions as applicable.	



Modifications – Bilateral Changes (Cont.)

<u>Economic Price Adjustments based on a Commercial Price List (CPL)</u>		
Section II: CPL Modification Checklist		
#	Documents Required to be Submitted	Included in Package
1	Section I Documents	
2	Commercial Price List with Effective Date	
3	Supporting Documentation (Invoices etc.)	
4	EPA Pricing Worksheet	

The checklist in the modification instructions is specific to each mod type

Market pricing instructions refer to escalation via market indicator

<u>Economic Price Adjustments based on Market Pricing</u>		
Section II: Market Indicator Modification Checklist		
#	Documents Required to be Submitted	Included in Package
1	Section I Documents	
2	Copy of the Agreed Upon Market Indicator	
3	EPA Pricing Worksheet	

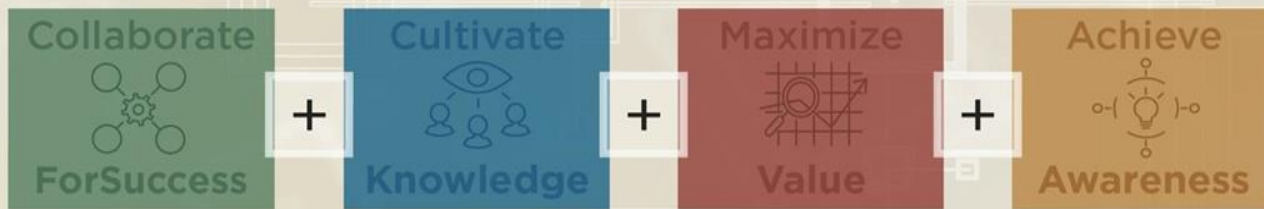
<u>Types of Modifications: EPA Based on Service Contract Act (SCA)</u>		
Section II: SCA (EPA) Modification Checklist		
#	Documents Required to be Submitted	Included in Package
1	Section I Documents	
2	Current/Wage Determinations (WD) by Number	
3	EPA Pricing Worksheet	

Escalation under 52.222-43, Fair Labor Standards Act applies to all SCA labor categories



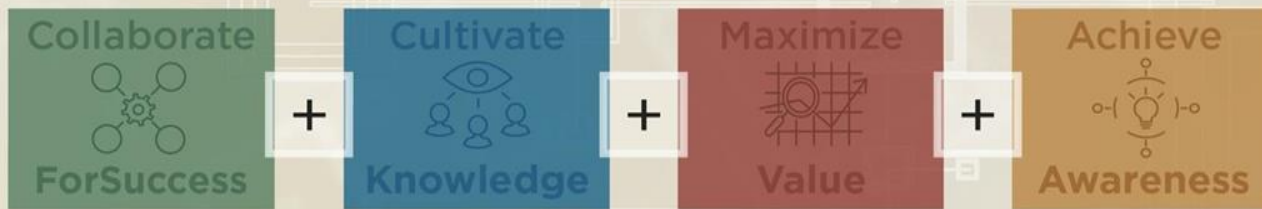
Modifications – Bilateral Changes (Cont. 2)

Section II: Add SIN Modification Checklist		
#	Documents Required to be Submitted	Included in Package
1	Section I Documents	
2	Project Description for 1 Project Per Each SIN Requested	
	If Adding Labor Categories/Products/Training Courses:	
3	Supporting Price Documentation (Invoices, etc.) Click here for instructions applicable to TDR Pilot Participants or TDR eligible contractors choosing to participate in the TDR Pilot when adding a TDR Pilot SIN	



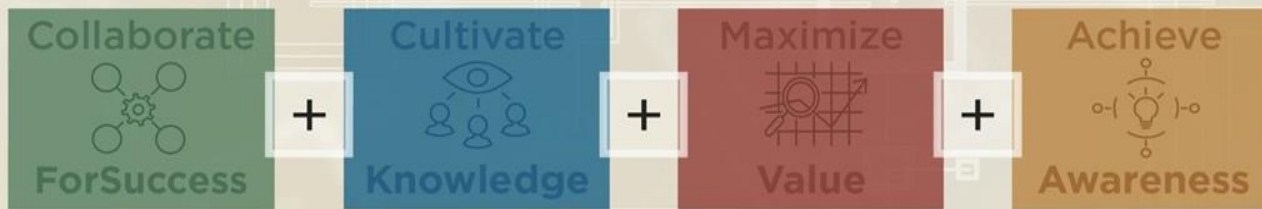
Modifications – After Award

- Once your modification is awarded, upload your updated price list document through the Schedule Input Program (SIP) so that it can be posted on GSA eLibrary and Advantage!®
- The submitted SIP file must match the most current information listed in your contract and in the most recently awarded modification as files that do not match will get rejected
- Continue to keep your contract current (timely modification requests, sales and IFF reporting, etc.)



Options – Timeline Overview

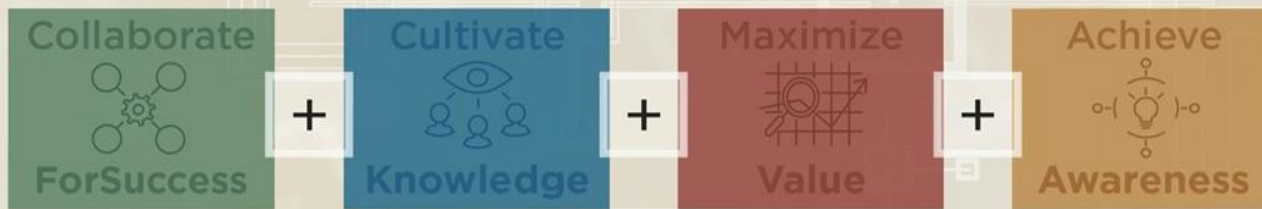
- 305 Days – Contract option is assigned to the GSA Contract Specialist / Contracting Officer
- 250 Days – Determination to exclude or not exclude from upcoming option
 - SAM check
 - Digital certificate check
 - Sales check
- 210 Days – System-generated notification letter is sent out to contractor
 - The option modification is auto-generated
 - Be aware of the response due date specified in this letter



Options – Timeline Overview (Cont.)

➤ 165 Days – Eligibility

- Responsive?
- All option documents should have been submitted through eMod and the option modification activated by the contractor
- If the modification has not been activated, the GSA Contract Specialist / Contracting Officer will send a deficiency letter
 - If there is also no response received to this second letter, the option will not be exercised and the contract will be allowed to expire
 - GSA will take no further action



Options – Response Documents

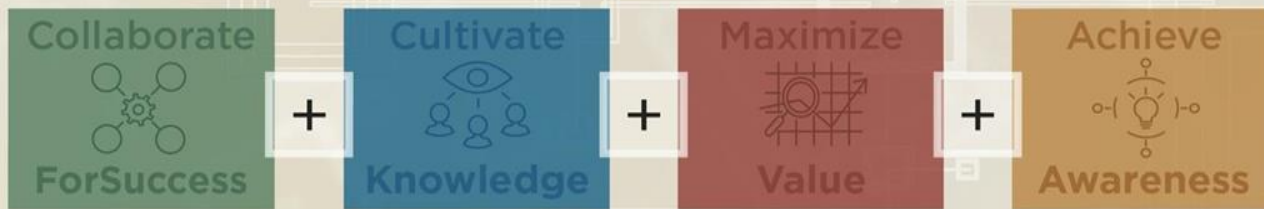
➤ Do you want to exercise your option?

- If “**No**” – Submit a letter on corporate letterhead, signed by a corporate officer, indicating your desire for GSA **NOT** to consider exercising an option to extend the term of this contract
- If “**Yes**” – You’ll need to submit the required documents



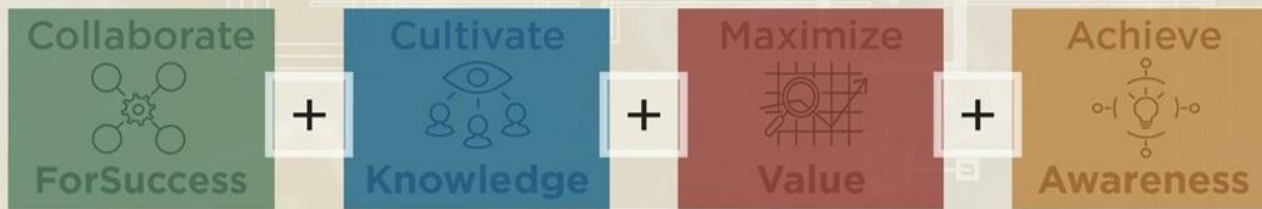
Options – Response Documents (Cont.)

- A letter on corporate letterhead, signed by a corporate officer
 - State your intent to have the option be considered for exercise
 - Affirm that there have been **no changes** to the most currently incorporated Commercial Sales Practices (CSPs), most recently negotiated Price Reductions Clause relationships, and terms and conditions **and** that they are current, accurate, and complete
 - If there are changes, submit a modification request with the option response to incorporate these new changes to the contract



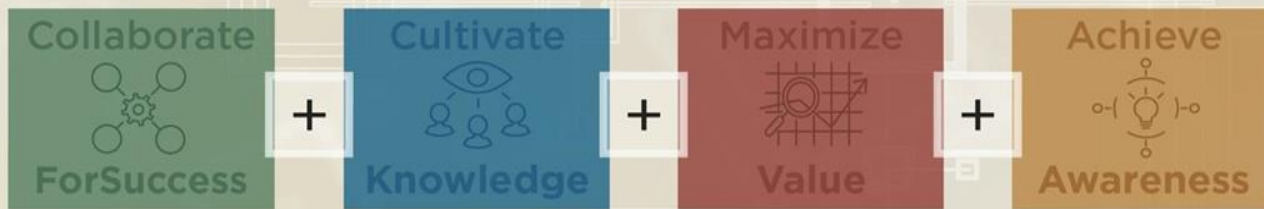
Options – Response Documents (Cont. 2)

- If you are a small business, you must re-represent your business size at the time of option exercise
- If you are an other than small business, you are also required to re-represent your business size and are required to verify that the previously approved subcontracting plan in the contract is still current as it will be included in the upcoming option period
 - If the subcontracting plan requires updating or if you want to propose new subcontracting dollar and percentage goals, then submit a new plan with the option response



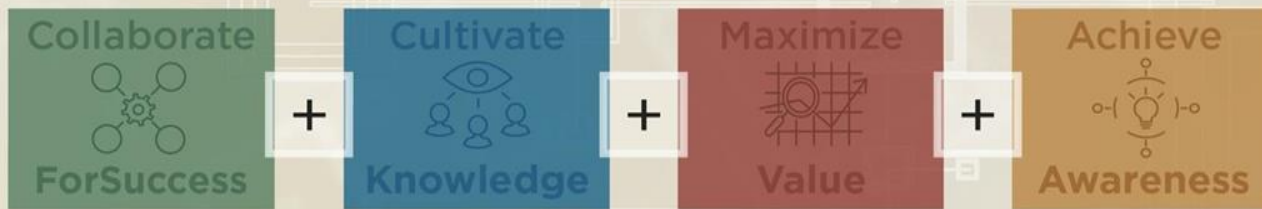
Options – After Exercise

- Once your option is exercised, upload your updated price list document through the Schedule Input Program (SIP) so that it can be posted on GSA eLibrary and Advantage!®
- The submitted SIP file must match the most current information listed in your contract (new contract end date) and in the most recently awarded modification as files that do not match will get rejected
- Continue to keep your contract current (timely modification requests, sales and IFF reporting, etc.)



Frequently Asked Questions

- Where can I go to find out who my GSA Contract Specialist / Contracting Officer is at any given time?
- How come I suddenly can't access eBuy anymore?
- Can task orders be set aside for small businesses?



PSHC Contacts

- GSA National Customer Service Center:
 - mashelpdesk@gsa.gov or (ph) 800-488-3111
- GSA Vendor Support Center:
 - vendor.support@gsa.gov or (ph) 877-495-4849